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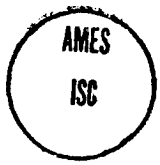


17 October 1986
OIS*658*86

MEMORANDUM FOR: Records Management Officer, DCI Area
Records Management Officer, DA
Records Management Officer, DI
Records Management Officer, DO
Records Management Officer, DS&T

STAT FROM: [redacted]
Chief, Information Resources
Management Division, OIS

SUBJECT: Annual Records Inventory - FY 1986

1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1986. We have included the volume figures reported in FY 1985 on the master copy of the form for each component. We also have provided each component with a blank copy of the form. Please inventory your record holdings and return the completed form to the Information Management Branch, IRMD, 1236 Ames Building, by 5 December 1986.

2. Please note that magnetic and film records should be reported by quantity rather than linear feet. To assist you in determining the quantity of word processing magnetic cards and diskettes, one inch of word processing magnetic cards equals 50 cards and one inch of diskettes equals 10 diskettes.

3. We are sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Questions concerning the inventory or use of the form should be directed to

STAT [redacted]

Additional blank forms are available in IMB, 1236 Ames Building. STAT

STAT [redacted]

Attachments:
As stated

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STAT DDA/OIS/IRMD/IMB/ [redacted] (17 October 86) OIS*658*86

Distribution:
1 - Each addressee w/att.
1 - IRMD Chrono wo/att
Original - IMB Subject w/att
1 - IMB Chrono wo/att

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# ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

**TO:** OIS/IRMD

**FROM:** (Directorate and Office) DCI/RMO (DCI, DDCI, EXDIR, EXECUTIVE SECRETARY, AO/DCI & Some Protocol Material)

| | | ANNUAL LINEAR FOOTAGE | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| I. | OFFICE FILES: | | | |
| a. | Case, Subject, Chronos, Etc. | 509 | 431 | -78 |
| b. | Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. | 80 | 57 | -23 |
| c. | Odd-Size Material: Maps, Charts, Photographs, Etc. | 24 | 5 | -19 |
| d. | Other *(Describe)* Gifts and Medals (Protocol) | 15 | 20 | + 5 |
| | ***TOTAL LINEAR FEET OF OFFICE FILES*** | 628 | 518 | -110 |
| II. | CARD-SIZE FILES: | | | |
| a. | 3x5 Cards | 12 | 14 | +2 |
| b. | 5x8 Cards | 8 | 2 | -6 |
| c. | Punch Cards | | | |
| d. | Abstracts | | | |
| e. | Aperture Cards | | | |
| f. | Microfiche | | | |
| g. | Other *(Describe)* | 18 | 18 | 0 |
| | ***TOTAL LINEAR FEET—CARD-SIZE FILES*** | 38 | 34 | -4 |

| | | QUANTITY OF EACH | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| III. | MAGNETIC RECORDS: | | | |
| a. | Computer Tapes | | | |
| b. | Audio Tapes | | | |
| c. | Video Tapes | | | |
| d. | Disc Packs | | | |
| e. | Word Processing Magnetic Tapes | | 2 | +2 |
| f. | Word Processing Magnetic Cards | | | |
| g. | Magnetic Diskettes 5¼" | | | |
| h. | Magnetic Diskettes 8" | | | |
| i. | Paper Tapes | 4 | 20 | +16 |
| j. | Other *(Describe)* | | | |
| IV. | FILM RECORDS: | | | |
| a. | Microfilm—16mm Reels | 588 | 588 | 0 |
| b. | Microfilm—35mm Reels | | | |
| c. | Microfilm Cassettes | | | |
| d. | Movie Film | | | |
| e. | Other *(Describe)* | | | |

**Comments:**

STAT

STAT

Acting DCI RMO

**Date:** 12 January 1987

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

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# ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

**TO:** OIS/IRMD

**FROM:** *(Directorate and Office)* DCI/ICS

| | | ANNUAL LINEAR FOOTAGE | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| I. | OFFICE FILES: | | | |
| a. | Case, Subject, Chronos, Etc. | 1841 | 1978 | +137 |
| b. | Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. | 708 | 548 | -160 |
| c. | Odd-Size Material: Maps, Charts, Photographs, Etc. | 6 | 51 | + 45 |
| d. | Other *(Describe)* | | | |
| | ***TOTAL LINEAR FEET OF OFFICE FILES*** | 2555 | 2577 | + 22 |
| II. | CARD-SIZE FILES: | | | |
| a. | 3x5 Cards | | | |
| b. | 5x8 Cards | | 1 | + 1 |
| c. | Punch Cards | | | |
| d. | Abstracts | | | |
| e. | Aperture Cards | | | |
| f. | Microfiche | 27 | 30 | + 30 |
| g. | Other *(Describe)* COURIER RECEIPTS | | 26 | + 26 |
| | ***TOTAL LINEAR FEET—CARD-SIZE FILES*** | 27 | 57 | + 20 |

| | | QUANTITY OF EACH | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| III. | MAGNETIC RECORDS: | | | |
| a. | Computer Tapes | 29 | 0 | - 29 |
| b. | Audio Tapes | 140 | 129 | - 11 |
| c. | Video Tapes | 109 | 295 | +186 |
| d. | Disc Packs | | 9 | + 9 |
| e. | Word Processing Magnetic Tapes | | | |
| f. | Word Processing Magnetic Cards | | | |
| g. | Magnetic Diskettes 5¼" | | | |
| h. | Magnetic Diskettes 8" | 50 | 56 | + 6 |
| i. | Paper Tapes | | | |
| j. | Other *(Describe)* | | | |
| IV. | FILM RECORDS: | | | |
| a. | Microfilm—16mm Reels | | | |
| b. | Microfilm—35mm Reels | | | |
| c. | Microfilm Cassettes | | 28 | + 28 |
| d. | Movie Film | | 7 | + 7 |
| e. | Other *(Describe)* | | | |

Comments:

STAT Signa [redacted] Date: 12/9/86

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9 Dec 1986

TO: IRMD

| ROOM NO. | BUILDING |
|---|---|
| 1236 | Ames Bldg. |

REMARKS:

Attached are the Records Inventories for the ODDI and DCI/NIC. Please call if you have any questions.

STAT FROM:

| ROOM NO. | BUILDING | EXTENSION |
|---|---|---|
| STAT 7E47 | Hdqs. | |

FORM NO. REPLACES FORM 36-8 7)

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# ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

**TO:** OIS/IRMD

**FROM:** (Directorate and Office) O/DDI

| | | ANNUAL LINEAR FOOTAGE | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| **I. OFFICE FILES:** | | | | |
| a. | Case, Subject, Chronos, Etc. | 1,605 | 1,425 | |
| b. | Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. | 682 | 467 | |
| c. | Odd-Size Material: Maps, Charts, Photographs, Etc. | 85 | 41 | |
| d. | Other *(Describe)* | | | |
| ***TOTAL LINEAR FEET OF OFFICE FILES*** | | 2,372 | 1,933 | |
| **II. CARD-SIZE FILES:** | | | | |
| a. | 3x5 Cards | 32.5 | 33.8 | |
| b. | 5x8 Cards | 4.5 | 8.5 | |
| c. | Punch Cards | | | |
| d. | Abstracts | | | |
| e. | Aperture Cards | | | |
| f. | Microfiche | 2.0 | 46.5 | |
| g. | Other *(Describe)* | | | |
| ***TOTAL LINEAR FEET—CARD-SIZE FILES*** | | 39.0 | 88.8 | |

| | | QUANTITY OF EACH | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| **III. MAGNETIC RECORDS:** | | | | |
| a. | Computer Tapes | 85 | | |
| b. | Audio Tapes | | | |
| c. | Video Tapes | 50 | 99 | |
| d. | Disc Packs | 44 | | |
| e. | Word Processing Magnetic Tapes | 41 | | |
| f. | Word Processing Magnetic Cards | | | |
| g. | Magnetic Diskettes 5¼" | 387 | 391 | |
| h. | Magnetic Diskettes 8" | 695 | 363 | |
| i. | Paper Tapes | | | |
| j. | Other *(Describe)* | | | |
| **IV. FILM RECORDS:** | | | | |
| a. | Microfilm—16mm Reels | | 5 | |
| b. | Microfilm—35mm Reels | | | |
| c. | Microfilm Cassettes | | | |
| d. | Movie Film | | | |
| e. | Other *(Describe)* | | | |

**Comments:**

Analytic Support Group (ASG) was transferred from O/DDI to DDI/OIR during 1986.

**Signature of Component RMO:** STAT

**Date:** 9 December 1986

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# ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

**TO:** OIS/IRMD

**FROM:** *(Directorate and Office)* DDI/EURA

| | | ANNUAL LINEAR FOOTAGE | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| I. | OFFICE FILES: | | | |
| a. | Case, Subject, Chronos, Etc. | 1,837.4 | 1,682.7 | 154.7 |
| b. | Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. | 942.6 | 588.0 | 354.6 |
| c. | Odd-Size Material: Maps, Charts, Photographs, Etc. | | | |
| d. | Other *(Describe)* | | | |
| | ***TOTAL LINEAR FEET OF OFFICE FILES*** | 2,780.0 | 2,270.7 | 509.3 |
| II. | CARD-SIZE FILES: | | | |
| a. | 3x5 Cards | | | |
| b. | 5x8 Cards | | | |
| c. | Punch Cards | | | |
| d. | Abstracts | | | |
| e. | Aperture Cards | | | |
| f. | Microfiche | | | |
| g. | Other *(Describe)* (biographic; TS | | 54 | 54 |
| | ***TOTAL LINEAR FEET—CARD-SIZE FILES*** | | | |

| | | QUANTITY OF EACH | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| III. | MAGNETIC RECORDS: | | | |
| a. | Computer Tapes | | | |
| b. | Audio Tapes | | | |
| c. | Video Tapes | | | |
| d. | Disc Packs | | | |
| e. | Word Processing Magnetic Tapes | 140 | 202 | 62 |
| f. | Word Processing Magnetic Cards | | | |
| g. | Magnetic Diskettes 5¼" | | 167 | 167 |
| h. | Magnetic Diskettes 8" | 12 | 257 | 245 |
| i. | Paper Tapes | | | |
| j. | Other *(Describe)* | | | |
| IV. | FILM RECORDS: | | | |
| a. | Microfilm—16mm Reels | | | |
| b. | Microfilm—35mm Reels | | | |
| c. | Microfilm Cassettes | | | |
| d. | Movie Film | | | |
| e. | Other *(Describe)* VHS | | 9 | 9 |

Comments:

STAT Signature [redacted] Date: 4 Dec 1986

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# ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

**TO:** OIS/IRMD

**FROM:** *(Directorate and Office)* DDI/OEA

| | | ANNUAL LINEAR FOOTAGE | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| I. | OFFICE FILES: | | | |
| a. | Case, Subject, Chronos, Etc. | 476.9 | 638.8 | 161.9 |
| b. | Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. | 266.8 | 353.6 | 86.8 |
| c. | Odd-Size Material: Maps, Charts, Photographs, Etc. | 7.0 | 16.2 | 9.2 |
| d. | Other *(Describe)* | 17.3 | 5.0 | 12.0 |
| | ***TOTAL LINEAR FEET OF OFFICE FILES*** | 768.0 | 1013.6 | 269.9 |
| II. | CARD-SIZE FILES: | | | |
| a. | 3x5 Cards | | | |
| b. | 5x8 Cards | | | |
| c. | Punch Cards | | | |
| d. | Abstracts | | | |
| e. | Aperture Cards | | | |
| f. | Microfiche | | | |
| g. | Other *(Describe)* | | | |
| | ***TOTAL LINEAR FEET—CARD-SIZE FILES*** | | | |

| | | QUANTITY OF EACH | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| III. | MAGNETIC RECORDS: | | | |
| a. | Computer Tapes | 12 | 16 | 4 |
| b. | Audio Tapes | | | |
| c. | Video Tapes | | | |
| d. | Disc Packs | | | |
| e. | Word Processing Magnetic Tapes | | | |
| f. | Word Processing Magnetic Cards | | | |
| g. | Magnetic Diskettes 5¼" | 100 | 100 | 0 |
| h. | Magnetic Diskettes 8" | | | |
| i. | Paper Tapes | | | |
| j. | Other *(Describe)* | | | |
| IV. | FILM RECORDS: | | | |
| a. | Microfilm—16mm Reels | | | |
| b. | Microfilm—35mm Reels | | | |
| c. | Microfilm Cassettes | | | |
| d. | Movie Film | | | |
| e. | Other *(Describe)* | | | |

Comments:

STAT

Date: 3 December 1986

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# ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

**TO:** OIS/IRMD

**FROM:** *(Directorate and Office)* DDI/ALA

| | | ANNUAL LINEAR FOOTAGE | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| I. | OFFICE FILES: | | | |
| a. | Case, Subject, Chronos, Etc. | 1323.7 | 1014.6 | -309.1 |
| b. | Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. | 351.9 | 345.2 | -6.7 |
| c. | Odd-Size Material: Maps, Charts, Photographs, Etc. | 9.5 | 16 | +6.5 |
| d. | Other *(Describe)* | | | |
| | ***TOTAL LINEAR FEET OF OFFICE FILES*** | 1685.1 | 1375.8 | -309.3 |
| II. | CARD-SIZE FILES: | | | |
| a. | 3x5 Cards | | | |
| b. | 5x8 Cards | | | |
| c. | Punch Cards | | | |
| d. | Abstracts | | | |
| e. | Aperture Cards | | | |
| f. | Microfiche | 6 | 4 | -2 |
| g. | Other *(Describe)* | | | |
| | ***TOTAL LINEAR FEET—CARD-SIZE FILES*** | 6 | 4 | -2 |

| | | QUANTITY OF EACH | | |
|---|---|---|---|---|
| | | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| III. | MAGNETIC RECORDS: | | | |
| a. | Computer Tapes | 7 | 0 | -7 |
| b. | Audio Tapes | | | |
| c. | Video Tapes | | | |
| d. | Disc Packs | | | |
| e. | Word Processing Magnetic Tapes | | | |
| f. | Word Processing Magnetic Cards | | | |
| g. | Magnetic Diskettes 5¼" | 184 | 180 | -4 |
| h. | Magnetic Diskettes 8" | 335 | 92 | -243 |
| i. | Paper Tapes | | | |
| j. | Other *(Describe)* | | | |
| IV. | FILM RECORDS: | | | |
| a. | Microfilm—16mm Reels | | | |
| b. | Microfilm—35mm Reels | | | |
| c. | Microfilm Cassettes | | | |
| d. | Movie Film | | | |
| e. | Other *(Describe)* | | | |

Comments:

STAT Signature [redacted]

Date: 8 December 1986

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# ANNUAL REPORT OF RECORDS HOLDINGS FOR 19___

**TO:** OIS/IRMD

**FROM:** *(Directorate and Office)*

| | ANNUAL LINEAR FOOTAGE | | |
|---|---|---|---|
| | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| I. OFFICE FILES: | | | |
| a. Case, Subject, Chronos, Etc. | | | |
| b. Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc. | | | |
| c. Odd-Size Material: Maps, Charts, Photographs, Etc. | | | |
| d. Other *(Describe)* | | | |
| ***TOTAL LINEAR FEET OF OFFICE FILES*** | | | |
| II. CARD-SIZE FILES: | | | |
| a. 3x5 Cards | | | |
| b. 5x8 Cards | | | |
| c. Punch Cards | | | |
| d. Abstracts | | | |
| e. Aperture Cards | | | |
| f. Microfiche | | | |
| g. Other *(Describe)* | | | |
| ***TOTAL LINEAR FEET—CARD-SIZE FILES*** | | | |

| | QUANTITY OF EACH | | |
|---|---|---|---|
| | PREVIOUS YEAR | CURRENT YEAR | DIFFERENCE |
| III. MAGNETIC RECORDS: | | | |
| a. Computer Tapes | | | |
| b. Audio Tapes | | | |
| c. Video Tapes | | | |
| d. Disc Packs | | | |
| e. Word Processing Magnetic Tapes | | | |
| f. Word Processing Magnetic Cards | | | |
| g. Magnetic Diskettes 5¼″ | | | |
| h. Magnetic Diskettes 8″ | | | |
| i. Paper Tapes | | | |
| j. Other *(Describe)* | | | |
| IV. FILM RECORDS: | | | |
| a. Microfilm—16mm Reels | | | |
| b. Microfilm—35mm Reels | | | |
| c. Microfilm Cassettes | | | |
| d. Movie Film | | | |
| e. Other *(Describe)* | | | |

Comments:

Signature of Component RMO:

Date:

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